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INDEPENDENT

August 18, 2003

The Honorable Kay Coles James
Director
Office of Personnel Management
1900 E Street, NW, #5H09
Washington, DC 20415

Dear Director James: 

I am writing to bring to your attention a new method for assigning agency employees to projects that should help promote both transparency and equal opportunity in the federal workforce. This system, created by an EPA employee, has been implemented at both EPA and NASA. I am informing you of this initiative in the event OPM may choose to publicize this system in other federal departments and agencies.

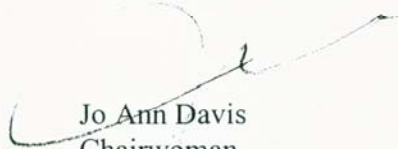
The initiative is entitled "Project Announcement Visibility Effort" (PAVE), and was originally developed by Mr. Tyrone Aiken, an EPA Project Manager. PAVE consists of ongoing postings of short and long-term work project announcements that every eligible employee may access and review for possible application. New project opportunities are thus posted in the same manner as a job vacancy, increasing career-enhancement prospects for a greater number of employees. According to the attached information from the NASA Career Management Office regarding its implementation of PAVE, the initiative also promotes a diversity of ideas, as well as opportunities for individuals to assume more responsibility and have more prospects for promotion.

If you would like more information about this initiative, I encourage your staff to contact Mr. Aiken at 703-308-5480. I hope this information will be of assistance to you in your efforts.

The Honorable Kay Coles James
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August 18, 2003

With kind regards, I remain

Sincerely,



Jo Ann Davis
Chairwoman
Civil Service Subcommittee

JAD:vmx

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BERNARD SANDERS, VERMONT
INDEPENDENT

August 18, 2003

The Honorable Joshua B. Bolten
Director
The Office of Management and Budget
725 17th Street, NW
Washington, DC 20503

Dear Director Bolten:

I am writing to bring to your attention a new method for assigning agency employees to projects that should help promote both transparency and equal opportunity in the federal workforce. This system, created by an EPA employee, has been implemented at both EPA and NASA. I am informing you of this initiative in the event OMB may choose to publicize this system in other federal departments and agencies.

The initiative is entitled "Project Announcement Visibility Effort" (PAVE), and was originally developed by Mr. Tyrone Aiken, an EPA Project Manager. PAVE consists of ongoing postings of short and long-term work project announcements that every eligible employee may access and review for possible application. New project opportunities are thus posted in the same manner as a job vacancy, increasing career-enhancement prospects for a greater number of employees. According to the attached information from the NASA Career Management Office regarding its implementation of PAVE, the initiative also promotes a diversity of ideas, as well as opportunities for individuals to assume more responsibility and have more prospects for promotion.

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The Honorable Joshua B. Bolten
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August 18, 2003

With kind regards, I remain

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Ann Davis', with a large, sweeping flourish extending to the right.

Jo Ann Davis
Chairwoman
Civil Service Subcommittee

JAD:vmx



Career Management Office

Assisting You in Managing Your Career

What is PAVE?

Career Counseling Program

Work/Life Resource Center

Training

PAVE Special Projects

PAVE is "**Project Announcement Visibility Effort**" a tool used to advertise special project opportunities to all HQ employees. PAVE is a resource for both supervisor and employee to accomplish the mission of various projects for one time only efforts that have a start and end date, which can last one week to 12 months. The PAVE program is sponsored by the Career Management Office (CMO). It is designed to openly solicit volunteers for high profile assignments or special projects, which may lead to greater visibility, and career enhancement for the volunteer. It is not part of the merit promotion and competitive placement plan.

How Does PAVE Work?

PAVE is a web-based tool for announcing special project opportunities and selecting HQ employees for short-term and/or high visibility projects. PAVE will consist of details, temporary assignments, and other forms of special assignments on a short-term base. As such, assignments range from brief details of a few hours to a full year. These projects will be posted weekly via the Human Resources Tracking System (HRTS). Every employee will have access to this system for viewing and applying for announcements. Supervisors can announce their projects on the HRTS and make their electronic selection from HRTS. Volunteers must have their supervisor's approval to participate prior to applying for a project.

What Does PAVE Offer?

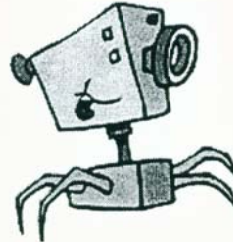
- Diverse ideas
- Greater opportunities for individuals who may have less visibility
- Occasionally will lead to opportunities for promotion (specialized experience, visibility)
- Gives potential promotion candidates "dry run" at assuming more responsibility
- Win-win for the volunteer (applicant) and the project manager (hiring official)

Other benefits PAVE offer:

Managers get snapshots of employees during interviews.



Managers get to observe employees' performance on the project.



Short-term assignments benefit both managers and employees.



A NASA HQ Form 224 is required by NASA HQ security policy, for each user to access the PAVE system. The PAVE system is a module within the Human Resources Tracking System (HRTS). Therefore requests for access to HRTS need to be submitted by each user of the system. If you are currently a HRTS user you will automatically receive PAVE. To do this, log into HONURS at <http://intranet.hq.nasa.gov/honurs/logon.cfm> if you do not have an account to HONURS you can log on as an anonymous user to initiate your request. Select Insert your NASA HQ User ID into the box when it prompts you. This will pull up a new request form with your information pre-populated, scroll down the Existing Applications and select HRTS from the list. In the justification box below input the following justification:

"Access is being requested for PAVE which is a module of HRTS." Also include in the justification box, User level, i.e., Supervisor, Manager, or HQ User. Manager's name and phone number and User's email address and phone number.

Once this is completed, save your request and submit.

After the HONURS electronic approvals have been completed you will receive an Email from HONURS with a PDF document that needs to be printed and signed by you. Then you will take this form and log it in to the NHQ 224 log book in the Code CI Office space on the 4th Floor (4A35--see posted instructions). An account administrator will contact you shortly thereafter (approximately 5 days) with your account information.

The Career Management Office will be conducting a PAVE briefing on Monday, June 30 at 9:30 a.m. in Rm. 3P44.

Updated: June 19, 2003

Updated By: Document Services Center